

The Chinese version of this Conference Rooms Rental Rates shall be deemed the authoritative version, and in case of any inconsistencies between the Chinese version and English version, the Chinese version shall prevail.

TAITRA Taipei Nangang Exhibition Center, Hall 1 Conference Rooms Rental Rates

Effective from January 1st 2026
NT\$ basis(tax excluded)

FLOOR	Conference Rooms	Seating Capacity(person)					Room Size		Dimensions (L x W x H) meter	Rental Rate Per Period	
										Mon.-Fri. 08:00-12:00 13:00-17:00	Evenings (18:00-22:00), weekends, holidays and indoor booths
3F	Happiness*	60	32	48	20	28	83.5	25.3	9.6 x 8.7 x 3.9	13,800	16,600
4F	401	384	144	216	52	72	375.7	113.7	20.2 x 18.6 x 3.5	39,900	47,900
	402	396	168	224	62	80	372.6	112.7	27.0 x 13.8 x 3.5	39,400	47,300
	402a	100	56	72	26	36	121.4	36.7	8.8 x 13.8 x 3.5	12,900	15,500
	402b	110	56	72	26	36	122.8	37.1	8.9 x 13.8 x 3.5	12,900	15,500
	402c	110	56	72	26	36	128.3	38.8	9.3 x 13.8 x 3.5	13,600	16,300
	402a+b	234	108	144	42	56	244.3	73.9	17.7 x 13.8 x 3.5	25,800	31,000
	402b+c	234	108	144	42	56	251.2	76.0	18.2 x 13.8 x 3.5	26,500	31,800
	403	125	68	92	34	44	149.5	45.2	8.4 x 17.8 x 3.5	15,600	18,700
404	90	48	72	26	36	133.5	40.4	9.3 x 12.9 x 3.5	14,000	16,800	
5F	500	140	72	116	46	52	159.8	48.3	9.7 x 18.6 x 2.8	16,700	20,000
	501	105	56	84	30	36	131.1	39.7	9.3 x 14.1 x 2.8	13,800	16,600
	502	95	34	68	26	32	102.3	30.9	7.6 x 12.0 x 2.8	10,700	12,800
	503	110	56	84	30	36	150.9	45.7	9.7 x 14.2 x 2.8	15,600	18,700
	504	504	224	360	68	84	505.4	152.9	26.6 x 19.0 x 2.8	52,700	63,300
	504a	165	80	120	38	44	184.3	55.8	9.7 x 19.0 x 2.8	19,300	23,200
	504b	150	80	120	38	44	169.1	51.2	8.9 x 19.0 x 2.8	17,600	21,100
	504c	150	80	120	38	44	152.0	46.0	8.0 x 19.0 x 2.8	15,800	19,000
	504a+b	336	144	216	48	64	353.4	106.9	18.6 x 19.0 x 2.8	36,900	44,300
	504b+c	312	128	216	48	64	321.1	97.1	16.9 x 19.0 x 2.8	33,400	40,100
	505	504	224	360	68	84	511.1	154.6	26.9 x 19.0 x 2.7	53,300	64,000
	505a	165	80	120	38	44	178.6	54	9.4 x 19.0 x 2.7	18,600	22,300
	505b	150	80	120	38	44	171	51.7	9 x 19.0 x 2.7	17,800	21,400
	505c	150	80	120	38	44	161.5	48.9	8.5x 19.0 x 2.7	16,900	20,300
	505a+b	336	144	216	48	64	349.6	105.7	18.4 x 19.0 x 2.7	36,400	43,700
505b+c	312	128	216	48	64	332.5	100.6	17.5 x 19.0 x 2.7	34,700	41,700	
506	165	80	120	38	44	176.7	53.5	9.3 x 19.0 x 2.7	18,500	22,200	
507	165	80	120	38	44	176.7	53.5	9.3 x 19.0 x 2.7	18,500	22,200	

*Room Happiness can also be used as a private banquet-dining room that accommodates up to 4-5 tables (10 persons per table). Meal periods are 11:00-15:00 for lunches and 17:00-21:00 for dinners. Room rental for each meal period is NT\$10,000 (tax excluded). A cleaning fee will be charged (calculated as 10% of the conference room rental fee). Conferencing equipment come with extra charge.

Remarks:

- The above rental rates do not include 5% VAT (value added tax).

Notes on holidays:

- Holidays are based on the Government Agencies Workday Calendar announced by the Directorate-General of Personnel Administration of the Executive Yuan. If a weekday is adjusted into a holiday, the evening, weekend and holiday rate will be used for calculating rent. If a holiday is adjusted into a weekday, the weekday rate will be used for calculating rent.
 - The rent for indoor booths is charged as the evening, weekend and holiday rate (including weekday daytime).
- Seats and tables will be provided in accordance with the seating arrangements listed above. Additional seating and other requests come with extra charge.
 - Basic conferencing equipment that are provided free of charge on 3rd, 4th, 5th floor, include: two (2) wireless microphones; one (1) podium; one (1) reception desk with tablecloth and table skirt; one (1) digital display

- (shared by conference rooms 501 and 502); and two (2) poster stands. Price list for additional conferencing equipment is available upon request.
- b) Basic conferencing equipment may not be exchanged for other conferencing equipment. Unused items are non-refundable. No refunds will be given for last minute cancellations of confirmed rental items. 30% surcharge for last minute additional rentals.
 - c) Basic conferencing equipment will not be provided when the conference room is used for an exhibition. Site plan must be submitted and approved before any show work.
 - d) Audio and video equipments that are not provided by Taipei Nangang Exhibition Center, Hall 1 are not allowed into the rooms without prior permission.
3. Use of the conference room during setup or dismantling is billed based on the rates per session listed below:
- (1) 08:00~12:00/13:00~17:00/18:00~22:00: 40% off standard rates per session for that day.
 - (2) 22:00~24:00/00:00-04:00/04:00-08:00: The rent for the leasing period is charged at 30% of the **fixed evening rate (no air-conditioning: must be rented together with the proceeding or next time period, no single rentals)**.
 - (3) Occupation fee is charged at 30% of the original rent for the leasing period.
 - (4) If air conditioning is required, in addition to setup and dismantling fees listed above in (1) and (2), an air conditioning fee will be separately charged as follows:
 - A. 08:00-12:00 / 13:00-17:00 / 18:00-22:00 air conditioning rates: Calculated as 24% of the leasing rate for periods during weekdays.
 - B. 22:00-24:00 / 00:00-04:00 / 04:00-08:00 air conditioning rates: Calculated as 24% of the leasing rate for periods during weekdays. An additional NT\$3,000 (excluding tax; evenly shared if there are two or more lessees) is charged per hour.
4. There is a charge for overtime use of the conference rooms. For overtime less than one (1) hour, there will be an additional charge equivalent to 25% of the standard rates per session for that day. Overtime exceeding one (1) hour will be charged at the full standard rates per session (four (4) hours) for that day.
5. For weekend, public holiday, or evening rentals, the renter must rent at least two conference rooms at the same time.
6. Aside from bottled water, no food or beverage are allowed inside the conference room. If a planned event is to serve food and beverage, then prior permission must be obtained and the requirements below must be followed:
- a) Refreshments may be provided only by the contracted caterer of Taipei Nangang Exhibition Center, Hall 1.
 - b) Renters who plan on serving food and/or beverage in the conference rooms should contact Taipei Nangang Exhibition Center, Hall 1 contracted caterers for the provision of refreshments. If the refreshments are provided by non-contracted caterers, then a 10% refreshment service fee (10% of total refreshment costs) will be charged to the renter. The renter must provide a refreshment order form or invoice to Taipei Nangang Exhibition Center, Hall 1 prior to event setup for the calculation of the refreshment service fee. The refreshment service fee must be paid no later than ten (10) days after the event has been held.
 - c) Serving meals or meal-boxes will incur a cleaning service fee equivalent to ten (10) percent of the rates per session for that day.
 - d) For banquets organized by the renter's own caterer, additional carpeting must be provided to protect the floor from stain and dirt(except Room Happiness). Banquets will incur a cleaning service fee equivalent to ten (10) percent of the rates per session for that day. Open fire usage is strictly prohibited.
7. Live streaming for conference rooms shall be conducted in accordance with the following regulations:
- a) Live streaming services may only be provided by the center's contracted streaming vendor.
 - b) If live streaming is required, the renter may contact the center's contracted vendor directly. Should the service be provided by a non-contracted vendor, an additional management fee of NTD 3,000 per time slot will be charged in addition to the venue rental fee.
8. For the installation of systems, furniture, or woodwork, the renter must provide carpeting to adequately cover and protect the floor (may not be replaced with a transparent plastic sheet) (No furnishings may be installed in Room Happiness.) Failure to observe this regulation will incur an additional charge equivalent to five (5) percent of the rates per session for that day and all work will be suspended. The renter must repair all damages done to the existing carpeting, and the venue must be restored to its original state upon return.
9. As regulated by the Fire Prevention Act, furnishings such as partitions or woodwork must not exceed 2.5 meters in height at 4th floor; and furnishings must not exceed 2 meters in height at 5th floor. A distance of at least 45 cm must be maintained between the ceiling and the interior decorations, which may not be covered on the top, to comply with fire safety regulations. Only lightweight materials such as foamcore or fabric banners may be hung from the ceiling. The use of destructive equipment such as nail guns and staplers on conference room walls are strictly prohibited. Floor load capacity is limited to 400kg per square meter.
10. Construction wastes must be removed by the contracted furnishing companies or the renter. If wastes are not properly removed, the renter will be billed by the contracted cleaning service company of Taipei Nangang Exhibition Center, Hall 1 for waste removal.
11. All switches and connectors to facilities within the conference rooms, including circuit boxes, fire-fighting equipment, air conditioning, power outlets, and audio/video equipment, may not be covered or moved. Adequate space must be retained in order for the staff of Taipei Nangang Exhibition Center, Hall 1 to carry out proper operation of the above

facilities.

12. Each conference room is equipped with 110V, 1500-watt AC power sockets. If voltage requirements exceed the above specifications, the renter is required to submit a written form requesting additional electric power. Nangang Exhibition Hall will contract licensed electricians to implement appropriate wiring. Additional contracting, wiring, and electricity fees shall be borne by the renter. The wiring may only begin to supply electric power after the Technical Support Section completes electric safety inspections. Each day, power must be turned off after activities have ended for the day. Separate application is required for activities that require 24-hour power supply.
13. Payment Provisions:
 - a)The lessee shall pay all applicable fees in accordance with the amounts and deadlines specified in the payment statement attached to TAITRA's approval notice.
 - b)Venue Rental: Payment is due immediately upon confirmation of the event date.
 - c)Equipment Rental and Other Usage Fees: All payments must be fully settled no later than three (3) business days prior to the event. Any additional fees arising from supplementary requests must be paid prior to the completion of the event.
 - d)Bank/Transfer Charges: Any bank or remittance fees shall be the sole responsibility of the lessee.
 - e)Taipei Nangang Exhibition Center, Hall 1 is operated by the Taiwan External Trade Development Council (TAITRA). Because the head office and place of business are located at different addresses, a separate business entity was registered and business tax is declared to the competent tax authority as required by Articles 28 and 38 of the Value-added and Non-value-added Business Tax Act. The business entity name for Taipei Nangang Exhibition Center, Hall 1 is: TAITRA Nangang Exhibition Hall; Business Tax ID: 48971187.
14. Rental rates are subject to change without prior notice.

